

TRAINING UPDATE

Lab Location: SGMC and WOMC **Date Implemented:** 3.10.20
Department: Phlebotomy **Due Date:** 3.31.20

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Printing Timed Labels for Morning Run

Description of change(s):

This is a new procedure.

1. The person who pulls the collection lists and prints labels for morning run is responsible for completing this task.
2. This will be completed between 0300 and 0330 each morning.
3. Pull a collection list and print labels.
 - a. Start time = 0000
 - b. End time = 0800
 - c. Modifier = Both S (for STAT) and T (for timed)
 - d. Location = WAH or SGAH
4. For all STAT labels, write "STAT" in pen on the label
5. For all timed labels, highlight the time the collection is due with a yellow highlighter.
6. Place STAT and Timed labels on top of the labels for the unit, so the phlebotomist collecting will know when they are due and can plan for collection.

SGMC.P 1009 Printing Timed Labels for Morning Run

Copy of version 1.0 (in review)

Effective Date 3/5/2020

Uncontrolled Copy printed on 3/4/2020 9:12 AM

Printed By Stephanie Codina

Organization Adventist HealthCare

Approval and Periodic Review Signatures

Type	Description	Date	Version	Performed By	Notes
Approval	QA approval	2/21/2020	1.0	Leslie Barrett	

Version History

This document has no approved or retired versions.

Retired or Not Yet Effective
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Non-Technical SOP

Title	Printing Timed Labels for Morning Run	
Prepared by	Stephanie Codina	Date: 2.20.2020
Owner	Stephanie Codina	Date: 2.20.2020

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

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1. PURPOSE

This procedure describes the steps taken to generate and print labels for timed collections that occur during morning run. Labels for all scheduled collections must be printed and distributed with morning run labels.

2. SCOPE

All phlebotomy staff members must understand and adhere to this procedure for printing timed labels when preparing the morning run labels.

3. RESPONSIBILITY

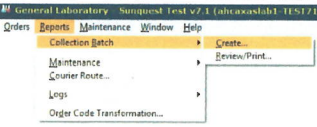
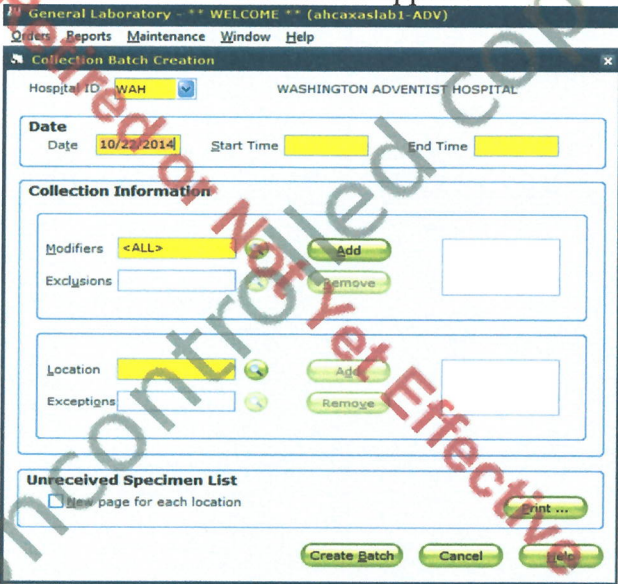
Phlebotomy staff must understand and comply with this procedure.
 Field Operations manager / supervisor are responsible for the content and review of this procedure.

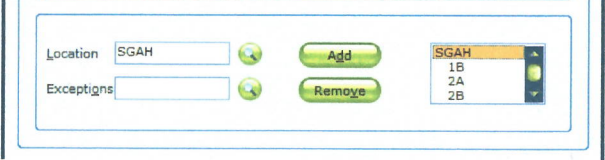
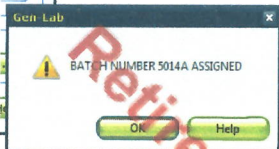
4. DEFINITIONS

NA

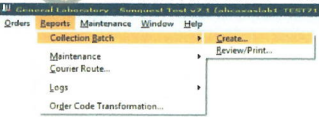
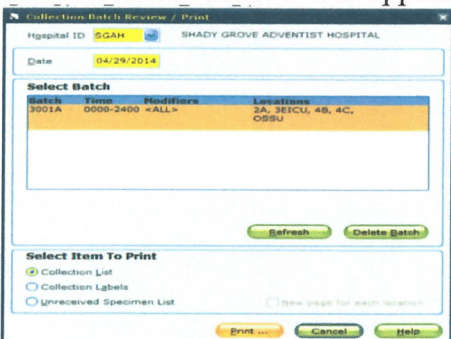
5. PROCEDURE

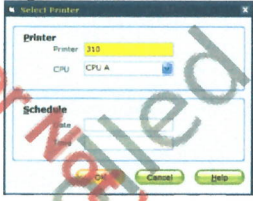
Create a Collection Batch for Timed Specimens During Morning Run

Step	Action
1	This procedure is performed each morning between 0300 and 0330.
2	Access Sunquest GUI function “General Laboratory.”
3	Click “Reports.” <ul style="list-style-type: none"> • Select “Collection Batch” from the dropdown menu. • Select “Create” from the dropdown menu. 
4	A “Collection Batch Creation” window will appear. 
5	At the “Hospital ID” prompt, select the hospital for which you are creating the batch. <ul style="list-style-type: none"> A. SGAH = Shady Grove Medical Center B. WAH = White Oak Medical Center
6	At the “Date” prompt, current date defaults. Press the “tab” key to default the current date and move to the next field.
7	At the “Start Time” prompt, press the “tab” key to default a time of “0000.”
8	At the “End Time” prompt, type “0800” then press the tab key.
9	In the “Modifier” field, type “T” and click “Add.” Then type “S” and click add. This will add all stat and timed specimens to the list.

Step	Action
10	<p>At the “Location” prompt, type the location that corresponds to the list you wish to pull then click the “Add” button. The location will copy to the box on the right side of the screen. Refer to the hospital ID in step 4 above.</p> <p>A. For hospital ID “SGAH”, type “SGAH.” B. For hospital ID “WAH”, type “WAH.”</p> 
11	<p>To create a phlebotomy batch,</p> <p>A. Click on the “Create Batch” button. B. A message will display the batch number.</p>  <p>C. Write the batch number on a piece of paper. D. Exit the function by clicking the “Cancel” button.</p>

Printing a Collection List or Labels

Step	Action
1	Create a batch using the procedure above.
2	Access Sunquest GUI function “General Laboratory.”
3	<p>Click “Reports.”</p> <ul style="list-style-type: none"> • Select “Collection Batch” from the dropdown menu. • Select “Review/Print” from the dropdown menu. 
4	<p>A “Collection Batch Review/Print” window will appear.</p> 

Step	Action
5	At the "Hospital ID" prompt, type the location for which you wish to print a batch then press the "tab" key. A. SGAH = Shady Grove Medical Center B. WAH = White Oak Medical Center
6	At the "Date" prompt, press the "tab" key to accept the current date.
7	In the "Select Batch" area, highlight the batch that you wish to print by comparing the batch number to the batch number you created in step 10 above. All batches that met your search criteria should display.
8	In the "Select Item to Print" area, highlight one of the radial buttons. A. Highlight "Collection List" if you want to print a collection list. B. Highlight "Collection Labels" if you want to print labels.
9	Click the "Print" button.
10	A "Select Printer" box will appear. At the "Printer" prompt, type the printer on which the report should be printed then click "OK." 
11	Exit the function by clicking the "Cancel" button.
12	Retrieve the collection list or labels from the printer. Ensure print is satisfactory and the correct data was captured (correct start/stop time, correct date, etc.). Verify that the entire report has printed by looking for the "Collection report completed" message on the last page.
13	For Stat collections, write "STAT" on the label and distribute the labels for immediate collection. Note: There should not be any stat orders for future times. Notify the supervisor if you see these. For timed collections, highlight the collection time of each timed label with a yellow marker so the phlebotomist assigned to the floor knows the label is for a timed collection. Place the highlighted labels on top of other collection labels by floor.

6. RELATED DOCUMENTS
 SOP: Sorting Collection Labels

7. REFERENCES
 N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By

9. ADDENDA AND APPENDICES

None

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